



**Emergency Medical Services
(APS)
Ambulance Processing Site**

**Concept of Operations Plan
October 2013**

RECORD OF CHANGES

Change Number	Date	Page Number	Changes Approved By
Release	10/2/13	All	Bill Salmeron

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Concept of Operations Overview

I. SCOPE

The mission of the EMS Ambulance Processing Site (APS) shall be to facilitate EMS response efforts through the processing and demobilizing of incoming surge EMS personnel and assets to ensure their readiness and quick deployment into the theater of operations.

The intent of this document is to explain the basic structure and management of the APS and deployment strategy of surge EMS personnel and/or assets. While this plan is specific to hurricane response, the APS concept is flexible and can be applied to any incident requiring surge resource utilization.

II. FUNCTION

The EMS Tactical Operations Center (EMS-TOC) has been identified as responsible for the implementation of the following Emergency Support Functions Health and Medical (ESF 8) operations:

- Support the hospital evacuation process, referred to as the Medical Institution Evacuation Plan (MIEP) with transportation assets.
- Support the nursing home evacuation process with transportation assets.
- Augment community 9-1-1 services with surge EMS assets.
- Support Medical Bus Triage Operations with EMS personnel and assets.
- Staff augmentation and EMS transportation at state operated Medical Special Needs Shelters (MSNS), Critical Transportation Need Shelters (CTNS), Federal Medical Stations (FMS), and other designation locations.
- Support repatriation of designated evacuees with transportation assets.

The EMS-TOC and APS will be activated on the order of the State Health Officer or designee. Normally, operations will be initiated in support for local, State, or federally declared disasters that require medical evacuations.

Through consolidated planning efforts, there is an estimated need for 623 additional surge ambulances as well as 3,500 to 4,000 para-transit seats to support a full-coastal evacuation, sheltering, and support of local 911 services. (See Appendix A)

The APS will serve as a support location to the EMS-TOC as the primary entry point for all incoming EMS assets and personnel and will perform the following tasks:

Mobilization

- ✓ Check-in and verify all vehicle and crew member documentation.
- ✓ Inspect all incoming assets for damage and mission readiness.
- ✓ Credential all incoming personnel and assets.
- ✓ Provide operational and safety briefings to all incoming personnel prior to deployment.
- ✓ Distribute communications and GPS tracking equipment.

Demobilization

- ✓ Receive all units at the end of their tour of duty.
- ✓ Inspect all departing assets and document all operational damage or loss.
- ✓ Make copies of all unit activity logs (units should return all original forms to their home service for contract processing).

- ✓ Crew member debriefing
- ✓ Collect all communications and GPS tracking equipment.

III. ASSUMPTIONS

Execution of this plan is based on the following assumptions:

- EMS surge transportation resources are necessary to support the incident.
- The APS and all supporting contracts are activated to support State ESF-8 activities by the State Health Officer or designee.
- Enough time exists pre-disaster to activate the APS and all supporting contracts/personnel. If a shorter pre-disaster timeline exists, then resources may be limited.

IV. RESOURCES

Surge ambulances are provided through contractual arrangements with the following entities:

- Louisiana Rural Ambulance Alliance (LRAA) and sub-contractors: Up to 100 units, some arriving within six hours of activation.
- Emergency Mutual Aid Compact (EMAC): Up to 100 units arriving within 24 hours of request.
- Federal/AMR:
 - 300-400 ambulance units arriving within 24-48 hours of request.
 - 3,500-4,000 para-transit seats

The Louisiana Governor's Office of Homeland Security EMAC team (EMAC) has agreed to provide personnel to assist with the operation of the APS when EMAC units are requested. LRAA has also agreed to provide staff and assets to assist with processing of LRAA acquired units. Additionally, due to size and complexity of operations, additional support staff from a staff augmentation contract with RSI Inc. will be utilized.

V. LOCATION

The following Processing Site locations have been identified to process all incoming EMS Surge Assets. (See Appendix C for more site details)

Primary Location:

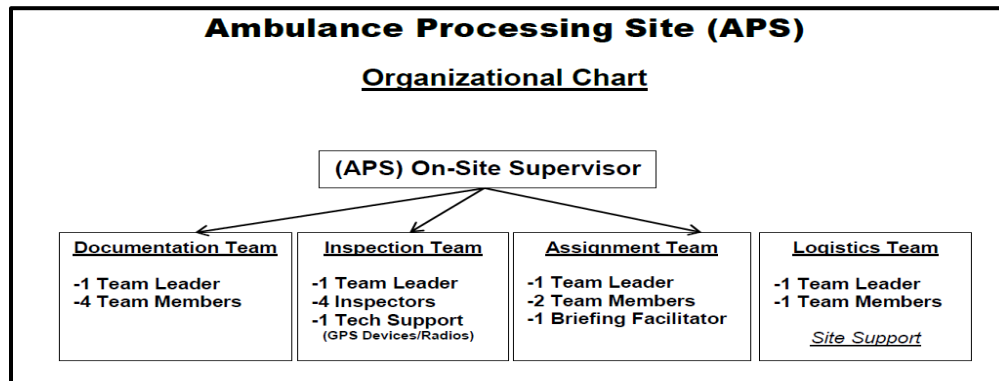
Lamar Dixon Center
 9039 St. Landry Avenue
 Gonzales, LA 70737
Lat 30°11'48.92"N / Long 90°57'27.16"W

Secondary Location:

Bureau of EMS/Region 2 DHH EOC
 Rear Parking Lot
 7173-A Florida Boulevard
 Baton Rouge, LA 70806
Lat 30°27'5.93"N / Long 91° 6'58.82"W

VI. STAFFING

The staffing structure for the APS is designed to support all essential operational functions. There must be enough resources to staff for 24 hour operations.



Below is a summary of responsibilities by Team:

On-Site Supervisor: Provides overall management for all functions, staff and resources assigned to the site.

Documentation Team: Responsible for verifying incoming unit and crew document requirements.

Inspection Team: Responsible for inspecting and credentialing all incoming resources to ensure readiness and compliance. This team will also issue and support deployment of GPS and communications devices.

Assignment Team: Responsible for assigning missions to incoming crews and providing the on-site situational/safety briefing.

Logistics Team: Responsible for managing all logistical operations of the site including location and supply acquisition, set-up, sustainment, on-site billeting, facility coordination, and break-down.

(See Appendix B)

The APS staffing structure is scalable depending on the storm and level of expected impact and evacuation. To support a full coastal evacuation, in which all resource contracts are activated, staffing of 36 positions would be required to support 24 hour operations. Operations for a lower level storm with partial surge contract activation would require staffing of 18 positions to support 24 hour operations.

VII. ACTIVATION

Upon notification of a major incident involving potential patient evacuation and activation of surge ambulance contracts, the State Health Officer or his designee will authorize the EMS-TOC Manager to activate the APS. The APS will be made operational as soon as possible in support of incoming surge resources.

Levels of Activation:

Level 1: Is for lower level storms that only require activation of partial surge ambulance contracts.

Level 2: Is for mid to higher level storms that will require most or all surge ambulance contracts and agreements to be activated.

Activation Procedure:

To activate the APS, the EMS-TOC Manager shall notify DHH and contract personnel assigned to the APS. Depending on the activation timeline, staff may be placed in the following statuses.

Alert:

Notification of this phase is to inform staff to maintain situational awareness and be available via phone, email, or radio for an updated status.

Standby:

Notification of this phase is to inform staff that the APS has a high probability of activating and be personally prepared to report for duty.

Activate:

Notification of this phase is to inform staff when the APS will be activated and provided a time to report for duty (usually within 12-24 hours).

Activation Team

The Activation Team will assume responsibility for establishing the operational integrity of the APS. Their responsibilities shall include the set up and evaluation of all equipment and materials required to support operations.

Members assigned to the Activation Team are as follows:

- APS Supervisor
- Full Logistics Team
- Documentation Team Leader & 1 Member
- Inspection Team Leader, 1 Member, and Tech Support Member
- Assignment Team Leader & 1 Member

As an event timeline progresses, additional staff will be mobilized accordingly.

Lamar Dixon Activation Contacts

1. Grant Andrews
Lamar Dixon Operations Manager
Cell#: (225)226-8689
2. Flo Magee
Lamar Dixon General Manager
Cell#: (225)936-5847

(See Appendix I)

Activation Team Priority Check List

- ☐ Activate Facility by contacting Lamar Dixon Staff POC listed in section VII.
- ☐ Contact all support personnel and entities (See Appendix J)
- ☐ Coordinate delivery of needed supplies from DHH Logistics (See Appendix H)
- ☐ Set-Up Facility as specified (See Appendix C)
- ☐ Set-Up DOTD Signs
- ☐ Conduct a Communications and Technology Check
- ☐ Communicate and work to resolution of any site safety or security concerns
- ☐ Contact the EMS-TOC when ready to receive units

VIII. ASSET PROCESSING FLOW

Upon arrival at the APS, all units and personnel should follow these steps:

Mobilization:

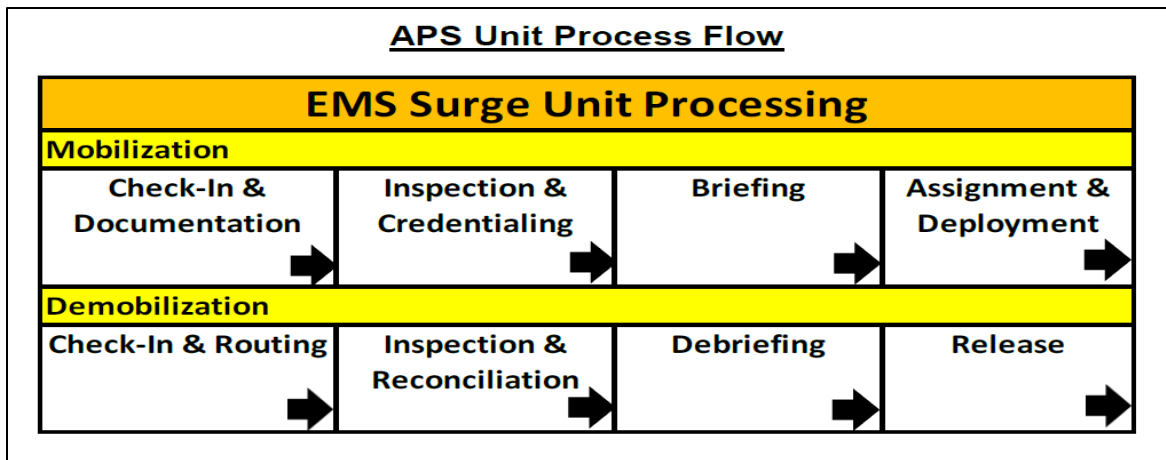
- ✓ Unit arrives at Check-in Desk and receives routing checklist.
- ✓ Crew reports to Documentation Team. Surge Unit Registration Form Completed. Unit Folder is created and all vehicle and crew documentation verified and copied.
- ✓ Crew reports to Inspection Team. Placard/Radio/GPS Device issued and Inspector Assigned. Crew drives unit to outside inspection lane. Unit is inspected. GPS unit placed and verified on grid. Picture is taken of unit and crew with placard displayed.
- ✓ Crew reports to Assignment Team. Assignment is issued/explained and slip provided. Crew is provided briefing. Routing checklist is collected, completed, and placed in unit folder. Assignment Team verifies completeness of unit folder before crew is released.

Placarding Process

- ✓ Complete Unit Inspection
- ✓ Issue Placard#
- ✓ Type in Placard# on Template and Print on Pink Paper Provided.
- ✓ Hand Write Information on Back of Placard with Marker.
- ✓ Laminate Placard
- ✓ Take Picture with Crew Holding Placard in Front of Unit.

Demobilization:

- ✓ Unit arrives at Check-in Desk and receives routing checklist.
- ✓ Crew reports to Documentation Team. Surge Unit Demobilization Form Completed. Unit Folder is pulled. All vehicle and crew documentation verified. Activity logs copied.
- ✓ Crew reports to Inspection Team. Placard/Radio/GPS Device retrieved and Inspector Assigned. Crew drives unit to outside inspection lane. Unit is inspected.
- ✓ Crew reports to Assignment Team. Crew provided debriefing. Routing checklist is collected, completed, and placed in unit folder. Assignment Team verifies completeness of unit folder before crew is released.



(See Appendix D for all forms).

VIII. REPORTING

The APS Supervisor shall complete and submit all required logs, statistical reports, and situational reports to the EMS-TOC for specified reporting times.

(Appendix D contains supervisor forms)

IX. DEMOBILIZATION

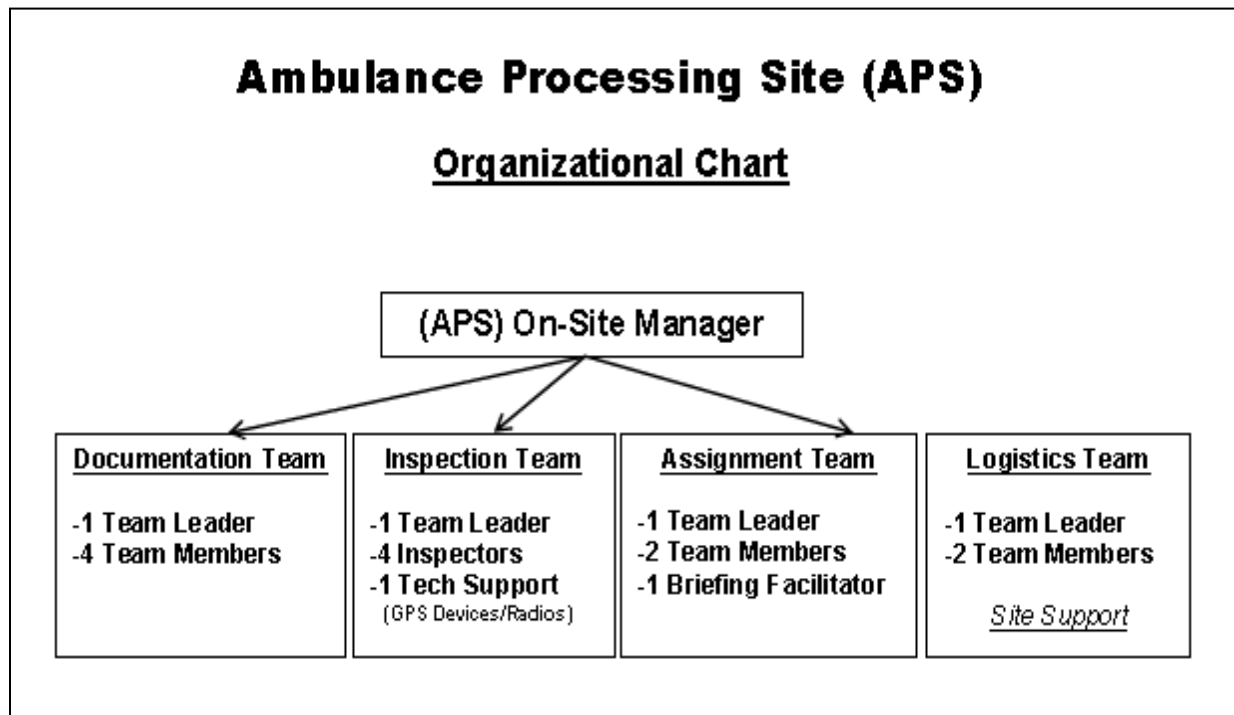
Demobilization of the APS will be done when operationally appropriate and at the discretion of the State Health Officer based on needs. Usually, the APS will remain activated if there are surge assets in the theatre of operation. Once activated, employees and contractors will remain assigned until officially notified by EMS-TOC Command.

All operational data collected, processed, and reported by a contractor becomes the property of the State of Louisiana DHH. Within thirty days of the conclusion of the event, a contractor shall provide any and all data collected during the event to the EMS Tactical Operations Manager. All contracted reporting requirements must be completed as specified in a timely fashion.

Appendix A-2013 EMS Surge Needs Table

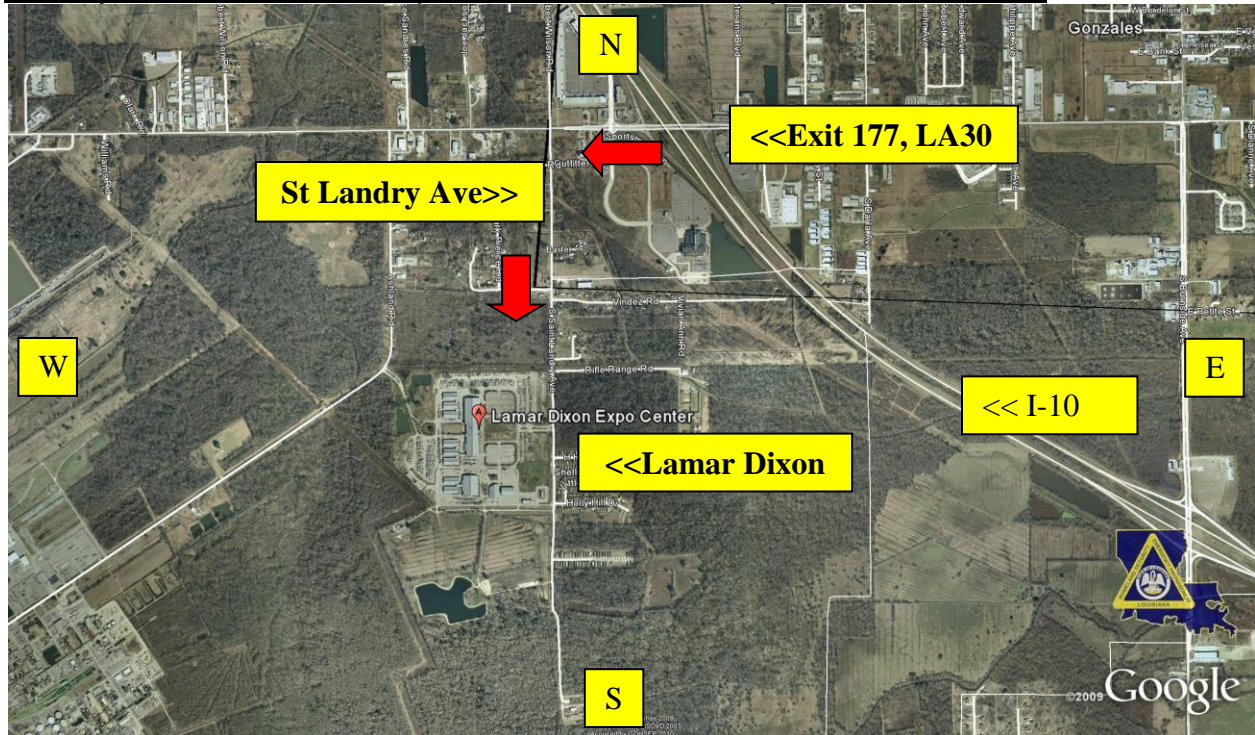
2013 Hurricane Season Ambulance Needs Summary									
	Evacuation		Shelter Facilities/Triage						
Region	# Surge Units	# MIEP Units	#CTNS Units	#CTNS Sites	#MSNS/ FMS Units	#MSNS Sites	#FMS Sites	# Bus Triage Units	Total # Units
1	68	110	0	0	2	1	0	0	180
2	25	0	0	0	4	1	1	3	32
3	35	26	0	0	2	2	0	0	63
4	50	50	0	0	2	1	0	0	102
5	50	50	0	0	2	1	0	0	102
6	45	0	4	2	4	1	1	3	56
7	5	0	8	4	2	1	0	0	15
8	5	0	2	1	4	1	1	0	11
9	50	10	0	0	2	1	0	0	62
Total	333	246	14	7	24	10	3	6	623
			Surge Ambulance Needs						339
			Shelter Unit Needs Per 12Hr						38
			Dedicated AMP Units						246
8/16/2013									

Appendix B-Processing Site Organizational Structures



Appendix C-Processing Site Maps

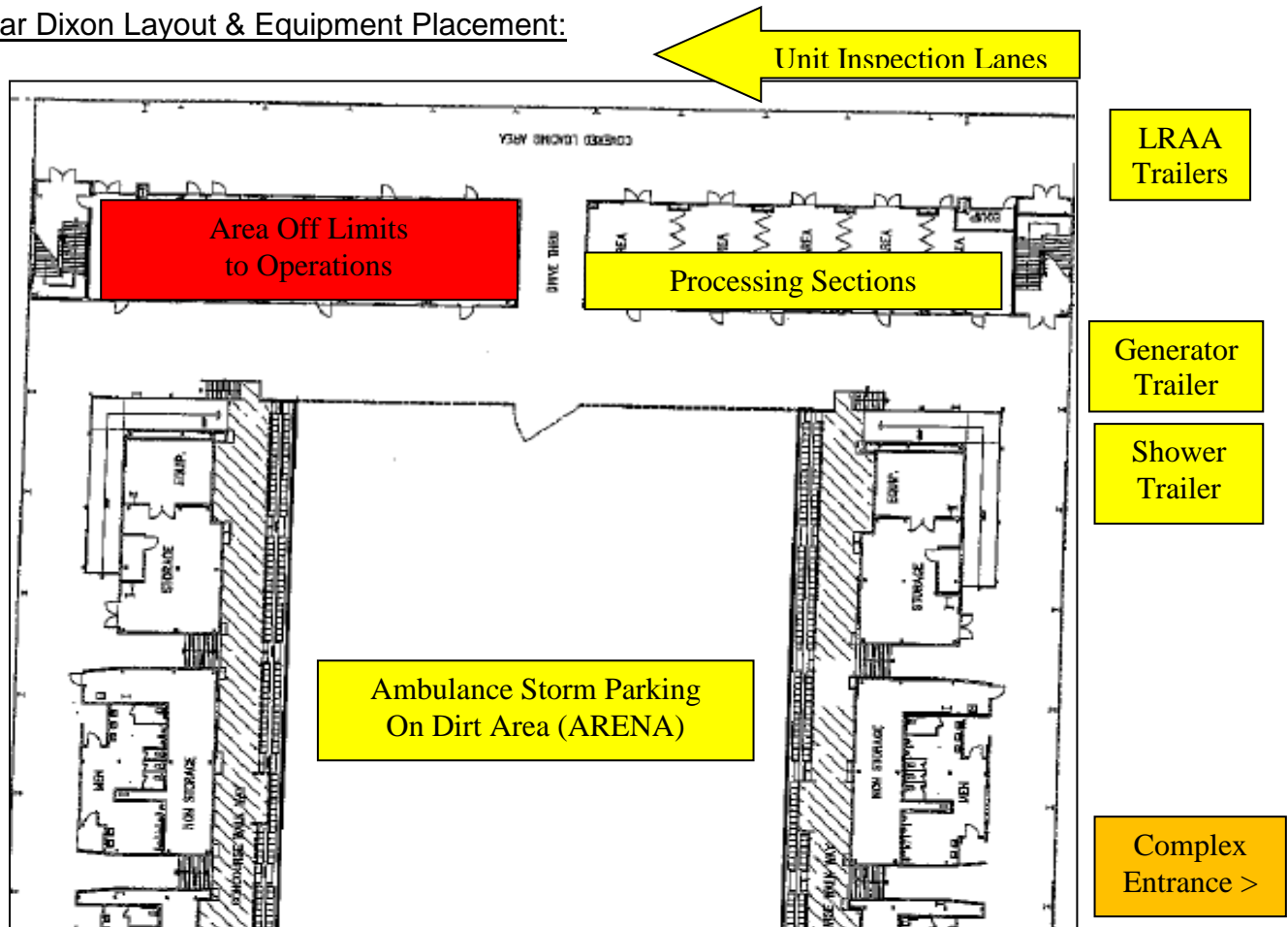
Primary Site-Lamar Dixon Expo Center-9039 St Landry Ave, Gonzales La



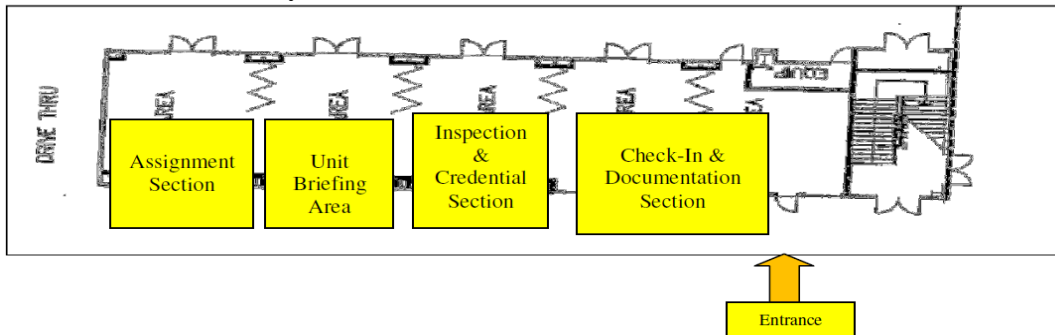
Lamar Dixon Site Map



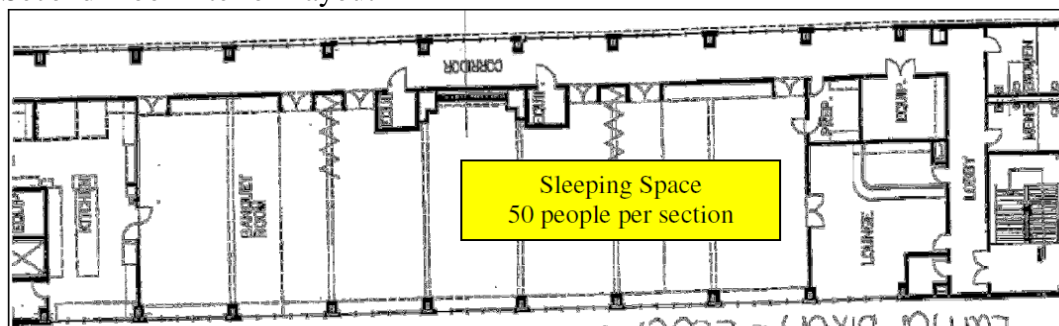
Lamar Dixon Layout & Equipment Placement:



First Floor Interior Layout



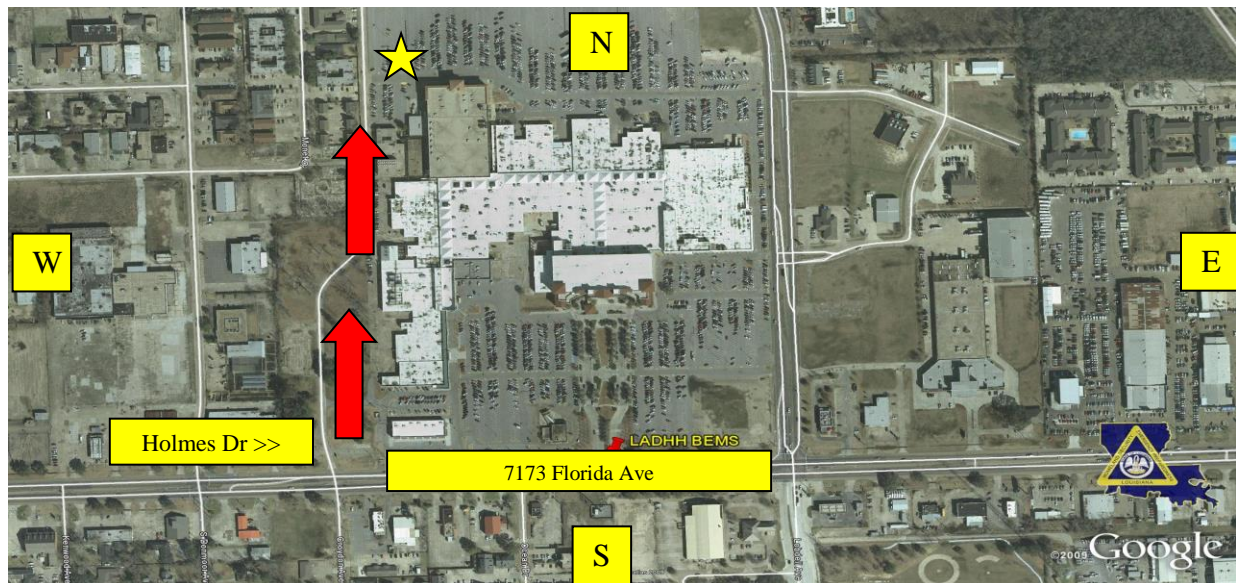
Second Floor Interior Layout



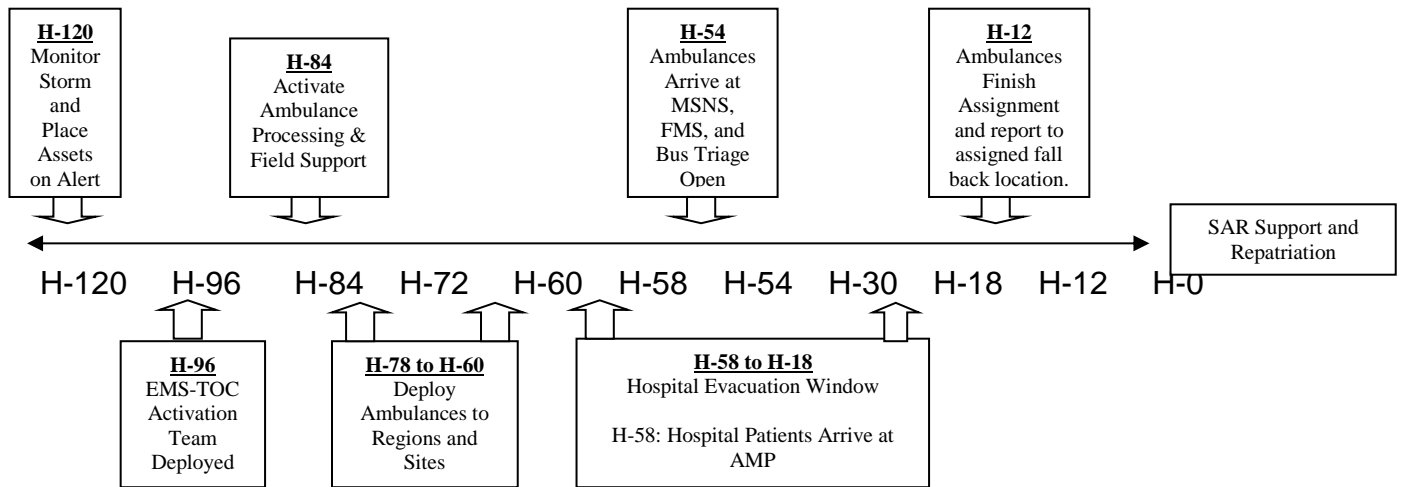


Three reflective traffic signs are shown. The top sign is rectangular and reads "UNIT INSPECTION" in large, bold, black capital letters. Below it are two smaller rectangular signs, one on the left reading "LANE 1" and one on the right reading "LANE 2", both in large, bold, black capital letters. The signs are mounted on a metal frame.


Back-Up Location: Region 2 OPH Rear Parking Lot-7173 Florida Ave, Baton Rouge La



Appendix D-EMS H-Hour Timeline



Unit Processing Checklist (Issued Upon Arrival at APS)



	<h2 style="text-align: center;">Louisiana EMS Surge Unit Out-Processing Checklist</h2>
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Date: _____ **Placard#** _____

- ☐ Vehicle & Crew Documents Verified
- ☐ Unit Inspection Complete
- ☐ Obtained Copy of Activity Logs/PCRs
- ☐ Retrieved Radio (No? Why _____)
- ☐ Retrieved Tracker (No? Why _____)
- ☐ De-Briefing

Notes:

EMS Surge Unit Registration & Demobilization Form

<div style="text-align: center;">State of Louisiana EMS Surge Unit Demobilization Form</div>							
							
Event Name:							
Date:		Placard#					
Contract Type				Time Arrive Demob			
<input type="checkbox"/> State	<input type="checkbox"/> Other (Specify: _____)						
<input type="checkbox"/> EMAC				Time Depart Demob			
<input type="checkbox"/> Federal							
Provider Name			Home State				
License Plate#	Displayed Unit#		VIN#				
Asset Type 	<input type="checkbox"/> ALS Ambulance <input type="checkbox"/> BLS Ambulance <input type="checkbox"/> Ambulance Bus (Capacity: _____)						
	<input type="checkbox"/> Baseline <input type="checkbox"/> EMS Service Vehicle (i.e. SUV) <input type="checkbox"/> Other (Specify: _____)						
	<input type="checkbox"/> Wheel Chair Para-Transit Unit (Capacity # _____)						
	<input type="checkbox"/> Non-Wheel Chair Para-Transit Unit (Capacity # _____)						
	<input type="checkbox"/> Combined Regular Seat/Wheel Chair Para-Transit Unit						
	<input type="checkbox"/> Wheel Chair Pt Capacity # _____ Seated Pt Capacity # _____						
Crew Information (# of Crew Members: _____)							
First Name	Last Name	Cert Level	Cert#	DL# & State	Cell#		
Equipment/Vehicle Return Inspection							
700Mhz Radio?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Working Monitor?	<input type="checkbox"/> Y	<input type="checkbox"/> N	SN#: _____	
Hear Radio?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Working Stretcher?	<input type="checkbox"/> Y	<input type="checkbox"/> N	SN#: _____	
Drug Box?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Equipment Loss?	<input type="checkbox"/> Y	<input type="checkbox"/> N		
Intubation Kit?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Vehicle Damage?	<input type="checkbox"/> Y	<input type="checkbox"/> N	Pictures to Support If Noted	
Signatures							
Crew Lead (Print Name)				Crew Lead (Signature)			
Inspector (Print Name)				Inspector (Signature)			
				Issued 700MHz Returned?	<input type="checkbox"/> Y <input type="checkbox"/> N (SN: _____)		


LA EMS SURGE Unit Assignment Slip						
Event Name:					Date:	
Placard #:			Arrival Time:		Depart Time:	
Provider Name:			ALS or BLS			
Assignment Information						
Orientation Provided: Y N		Address:				
Region #:		Assignment POC Name:			Phone #:	
Ambulance Inspector Signature:				Print Full Name:		Date:
Ambulance Crew Lead Signature:				Print Full Name:		Date:
<p align="center">If You Are Unable To Reach Your Designated Point Of Contact</p> <p align="center">Please Contact the EMS Tactical Operations Center at 225-354-3532 or on Radio @ OPH/SE-2</p>						

[illegible]

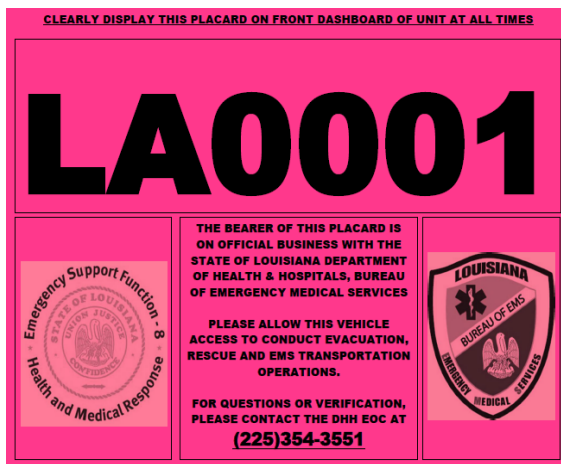
APS Statistics Report: (Completed by APS Site Manager)

EMS Surge Unit Processing Summary (To be completed by Site Staff & Submitted to EMS TOC)												
Event Name: _____				Date: _____								
Location: _____				Reporting Period/Time: _____								
Reported By (Name): _____				Phone#: _____								
Asset Type	Regional Assignments (Reporting Period Numbers Only, No Cumulative)											
	1	2	3	4	5	6	7	8	9	Hold	Total	
State Contract ALS Unit												
State Contract BLS Unit												
State Contract Support Veh												
State Contract Bariatric												
State Contract Amb Bus												
State Contract Para-Transit												
EMAC ALS Unit												
EMAC BLS Unit												
EMAC Support Veh												
EMAC Bariatric												
EMAC Amb Bus												
EMAC Para-Transit												
Fed Contract ALS Unit												
Fed Contract BLS Unit												
Fed Contract Support Veh												
Fed Contract Bariatric												
Fed Contract Amb Bus												
Fed Contract Para-Transit												

EMS Situation Report: (To be completed by APS Site Manager)

LA-DHH Emergency Operations EMS TOC Situation Report					
Event Name					
Report Date		Report Time			
Reporting Period					
Name		Location			
Title		Phone#			
Email Address					
Significant Accomplishments for Current Operational Period (Brief Bullet Points)					
Significant Challenges for Current Operational Period (Brief Bullet Points)					
Top 5 Priorities & Plans for Next Operational Period					
To 5 Issues Requiring IMMEDIATE Attention					

State Surge Placard System



STATE ISSUED PLACARD NUMBER	
PROVIDER NAME (DISPLAYED ON UNIT)	
PROVIDER UNIT # (DISPLAYED ON UNIT)	
LICENSE PLATE#	
<p>FOR QUESTIONS OR VERIFICATION, PLEASE CONTACT:</p> <p>EMS DESK @ DHH EOC (225)354-3551</p>	

AMBULANCE NUMBERING SYSTEM Louisiana-Dedicated Resources

L	A	0	0	0	5
1 st digit	2 nd digit	3 rd digit	4 th digit	5 th digit	6 th digit
Identifies this as State resource (L), EMAC provider (E), OR FEMA (F)	Identifies this as ALS (A), BLS (B), Para transport (P), OR Support Unit (S)	Incident – Event Indicator	Identifies the unit		
So therefore #LA0005 would be a State provider that is an ALS ambulance, working Event 0, and the 5 th unit to sign in at this credentialing site.					

E	B	2	1	1	1
1 st digit	2 nd digit	3 rd digit	4 th digit	5 th digit	6 th digit
Identifies this as State resource (L), EMAC provider (E), OR FEMA (F)	Identifies this as ALS (A), BLS (B), Pare transport (P), OR Support Unit (S)	Incident – Event Indicator	Identifies the unit		
So therefore #EB2111 would be a EMAC provider that is an BLS ambulance, working Event 2, and the 111 th unit to sign in at this credentialing site.					

Appendix F- Job Action Sheets

August 2013---Under Development

Appendix G-AT&T Tracking Device Information

Beginning in the 2013 Hurricane Season, LADHH has acquired 150 mobile vehicle tracking devices through AT&T wireless to assist with tracking incoming surge ambulance assets.

This fleet tracking system hosted through an AT&T vendor, Complete Innovations of Canada. LADHH owns all equipment and access through a web portal to manage and track assets.

The tracking units are packaged in a durable black case (*as shown below*)



The tracking units are usually packaged 30 to a box and should be unloaded in number sequence. Each device is labeled with a 7 digit number on top (3601440 through 3601590). There is a pre-populated spreadsheet to assist with asset processing that matches state placard numbers with sequential tracking device numbers. These trackers are only intended for use in surge ambulances acquired through the State Surge Ambulance Contract with LRAA or EMAC. Ambulances received from the FEMA AMR Contract should already be tracked through a separate AMR program.

Tracker Deployment Steps:

- ✓ During processing after the unit inspection is complete and placard issued, the APS inspector places a tracker in the unit and documents the appropriate information on the Surge Unit Registration Form.
- ✓ The tracker should be plugged into a power supply in the cab of the unit. After plugged into a power source, open the black tracker box and verify that the red

and green lights are flashing. Once the tracker has cycled through set-up, the green light should be lit independently.

- ✓ Using a computer or tablet, go to the [Fleet Complete Portal](#) and search for the 7 digit asset number and make sure that it shows active with a current location. Note: It may take up to 10 minutes for the tracker to acquire a GPS signal. If the red light continues to blink, then change to another tracker and repeat deployment steps.
- ✓ After the tracker is verified and on the grid, then the APS inspector affixes a label to the top of the black tracker box with necessary information.
- ✓ In the Inspection Unit of the APS, the tracker device label should be changed to the state issued placard number.

Instructions to Ambulance Crew Regarding Trackers:

- ✓ The tracker black box should remain plugged into a power source at all times.
- ✓ The tracker black box should be placed and remain on the dashboard of the unit to ensure adequate GPS signal catch.
- ✓ The crew should not open the tracker black box for any reason unless instructed by State EMS support staff.
- ✓ For technical support, the crew should contact the EMS-TOC Resource Unit.

Appendix H- APS Site Logistics Requirements

APS Site Logistics Checklist			
Item	Qty	Supplier	<input checked="" type="checkbox"/>
10X10 Canopy Tents	3	DHH	
LED Flashlights with Batteries	10	DHH	
LED Lanterns with Batteries	5	DHH	
Hygiene Kits	100	DHH	
Auto Booster Cable Set	1	DHH	
Sunscreen Towelettes (Pack/50)	1	DHH	
Insect Repellant Towel (Pack/25)	1	DHH	
All In One Desktop Printer/Copier	2	DHH	
Surge Protector-6 Outlet	10	DHH	
Outdoor Extension Cords-50 Ft	10	DHH	
Orange Safety Vest	30	DHH	
Legal Size Wooden Clipboards	20	DHH	
Black Ball Point Pens	20 Packs	DHH	
Standard Staplers	10	DHH	
Scotch Tape Dispensers	10	DHH	
Jumbo Paper Clips	10 Boxes	DHH	
Binder Clips	10 Boxes	DHH	
Rubberbands	10 Packs	DHH	
Scissors	10	DHH	
Clasp Envelopes 10X13	700	DHH	
27X34 White Easel Pads	10 Pads	DHH	
Blue masking tape	5 rolls	DHH	
Duct Tape	5 rolls	DHH	
Dry Erase Marker Set	5 sets	DHH	
Writing Pads-Letter Size	36	DHH	
Correction Tape Pens	10	DHH	
File Folders	500	DHH	
12" Laminating Machine	2	DHH	
Bullhorn-1/2 Mile Reach with Batteries (X8 AA)	1	DHH	
Clear Presentation Envelopes-Letter Size-String Close	500	DHH	
36" Reflective Traffic Cones	25	DHH	
Caution Tape	1 Case	DHH	
45" Delineator Posts with Base	6	DHH	
9 X 11 1/2 Letter Size Laminating Pouches	500	DHH	
Storage File Boxes (Letter/Legal)	25	DHH	
Toilet paper	1 Case	DHH	
Paper towels	2 Cases	DHH	
Hand Sanitizer	2 Cases	DHH	
Assorted Zip Ties Kit	2 Packs	DHH	
Laptops with Wireless	10	DHH	
High Capacity Printers	2	DHH	
Wireless Routers	2	DHH	
Large Ice Chest	2	DHH	
Standby Generator with Supplies and Fuel	1	DHH	
Shower Trailer or Gross Decon Tent with Connections	1	DHH	
DOTD Road Sign Package	1	DHH	
AT&T GPS Trackers	150	DHH	
Louisiana Highway Maps	500	DHH	
Large State Wall Maps	2	DHH	
Table & Chairs	XXX	Lamar Dixon	
Outdoor Site Lighting Units	2	LRAA	
700 MHz Radios with Batteries & Chargers	150	LRAA/DHH	
SAT Comm System	1	LRAA/EMAC	
Bottled Water	200	OPEN	
MRE's or Meals	200	OPEN	
Cots	100	OPEN	
Linen Sets	100	OPEN	

Appendix I- Lamar Dixon MOU

MEMORANDUM OF AGREEMENT
Emergency Preparedness and Response
Bureau of Emergency Medical Services Staging Area

We, the undersigned, hereby agree to enter into the following Memorandum of Agreement to provide an equipment and personnel staging area for the Louisiana Department of Health and Hospitals- Bureau of Emergency Medical Services, hereinafter referred to as "DHH-BEMS", during a declared state of emergency in Ascension Parish, Louisiana.

This Agreement and attached Exhibit A is made and entered into effective as of August 27, 2012, by and between Ascension Parish Government duly formed and validly existing under the laws of the state of the State of Louisiana, with a registered domicile address of 208 E. Railroad St., Gonzales, Louisiana 70737, and DHH-BEMS.

Ascension Parish Government hereby agrees to allow DHH-BEMS use of the Lamar Dixon Expo Center's facilities commonly known as the Banquet Room, Main Arena and Parking Lot A, having a physical address of 9039 South Saint Landry Avenue, Gonzales, LA 70737-8044, together will all improvements as further shown and expounded upon in Exhibit A attached hereto.

The original term of this agreement shall be for three (3) years commencing from the effective date. This agreement will automatically extend during a declared state of emergency.

As rental for the premises during the term of this agreement, or any extension or renewal thereof, DHH-BEMS agrees to pay to a monthly rental of zero (\$0) and at no cost to the State of Louisiana, during the term of this agreement. Due to the regional nature of this agreement FEMA Category B, Emergency Protective Measures, will be administered to reimburse Ascension Parish Government for the use of the premises as described in this agreement. Costs associated with monthly rental are illustrated within the table below:

Facility Name	Street Address	City/Zip	Parish
Lamar-Dixon Expo Center	9039 St. Landry Street	Gonzales, LA 70737	Ascension
Building or Area	Location	Daily Rental Rate	
Banquet Room	Lamar Dixon Expo Center	\$1,000.00	
Main Arena	Lamar Dixon Expo Center	\$1,000.00	
Parking Lot A	Lamar Dixon Expo Center	\$200.00	
Vendor Rooms 1 - 4	Lamar Dixon Expo Center	\$400.00	
Name of Facility Point of Contact	Emergency Phone Number(s)		
Flo Magee, Lamar-Dixon Expo Center	(225) 621-1700		
Richard A. Webre, AP OHSEP	(Cell) (225) 620-2020		

Page 1

With a copy to:
 Ascension Parish Office of Homeland Security & Emergency Preparedness
 Attention: Richard A. Webre
 OHSEP Director
 828 South Irma Blvd., Bldg. # 3
 Gonzales, LA 70737
 Phone: (225) 621-8360

With a copy to:
 Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)
 Attention: Victoria Carpenter
 EMAC Team Lead, Public Assistance - EMAC
 415 North 15th Street
 Baton Rouge, LA 70802
 Phone: (225) 267-2566

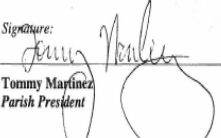
With a copy to:
 Office of Public Health
 Bureau of Emergency Medical Services
 Attention: Stephen J. Phillippe, Sr.,
 Deputy Director/ Emergency Response
 11224 Boardwalk Drive, Ste A1
 Baton Rouge, LA 70816
 Phone: (225) 275-1761

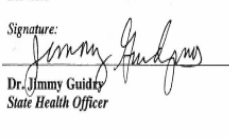
We, the undersigned, agree to the terms of the Memorandum of Agreement, entered into this 15th day of April, 2013.

IN WITNESS WHEREOF, the parties hereto have caused their names to be hereto signed by their respective duly authorized officers, who represent that information provided by them is correct to the best of their knowledge, effective as of the date first written above.

Lessor:
 Ascension Parish Government

Lessee:
 Louisiana Department of Health and Hospitals, Bureau of Emergency Medical Services

Signature: 
 Tommy Martinez
 Parish President

Signature: 
 Dr. Jimmy Guidry
 State Health Officer

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Appendix J- APS Support Contact List

EMS-APS Support Contact List				
Name	Agency	Function	Phone#	Email Address
Bill Salmeron	DHH	TOC Command	225-241-5344	bill.salmeron@la.gov
Channing Donald	DHH	EOC Manager	225-354-3525	channing.donald@la.gov
Chris Hector	LERN	TOC Command	225-610-2588	chris.hector@la.gov
Donna Newchurch	LRAA	CEO	225-612-3177	donna@newchurchassoc.com
EMS Branch Director	DHH	ESF-8 EMS	225-763-5738	eocemsdir@la.gov
EOC Watch Desk	DHH	Operations	225-354-3570	eocwatch@la.gov
Eric Miller	LRAA	Asset Manager	318-880-8083	assetmanager@louisianaambulancealliance.org
Flo Magee	Lamar Dixon	General Manager	225-936-5847	fmagee@apgov.us
Grant Andrews	Lamar Dixon	Operations Manager	225-226-8689	gandrews@apgov.us
Keith Phillips	DHH	Logistics/Ops	225-329-6063	keith.phillips@la.gov
Mark Chambers	RSI	Senior Consultant	910-995-8633	mechambers@disasterpreparation.net
Michel DeLisle	RSI	APS Lead	262-617-7307	mdelisle@disasterpreparation.net
Rosanne Prats	DHH	ESF-8 Lead	225-938-8059	rosanne.prats@la.gov
Steve Erwin	DHH	Ambulance Standards	225-342-9405	steve.erwin@la.gov
Ted Colligan	LERN	TOC Command	337-298-9806	ted.colligan@la.gov
Victoria Carpenter	GOHSEP	EMAC	225-572-9498	victoria.carpenter@la.gov